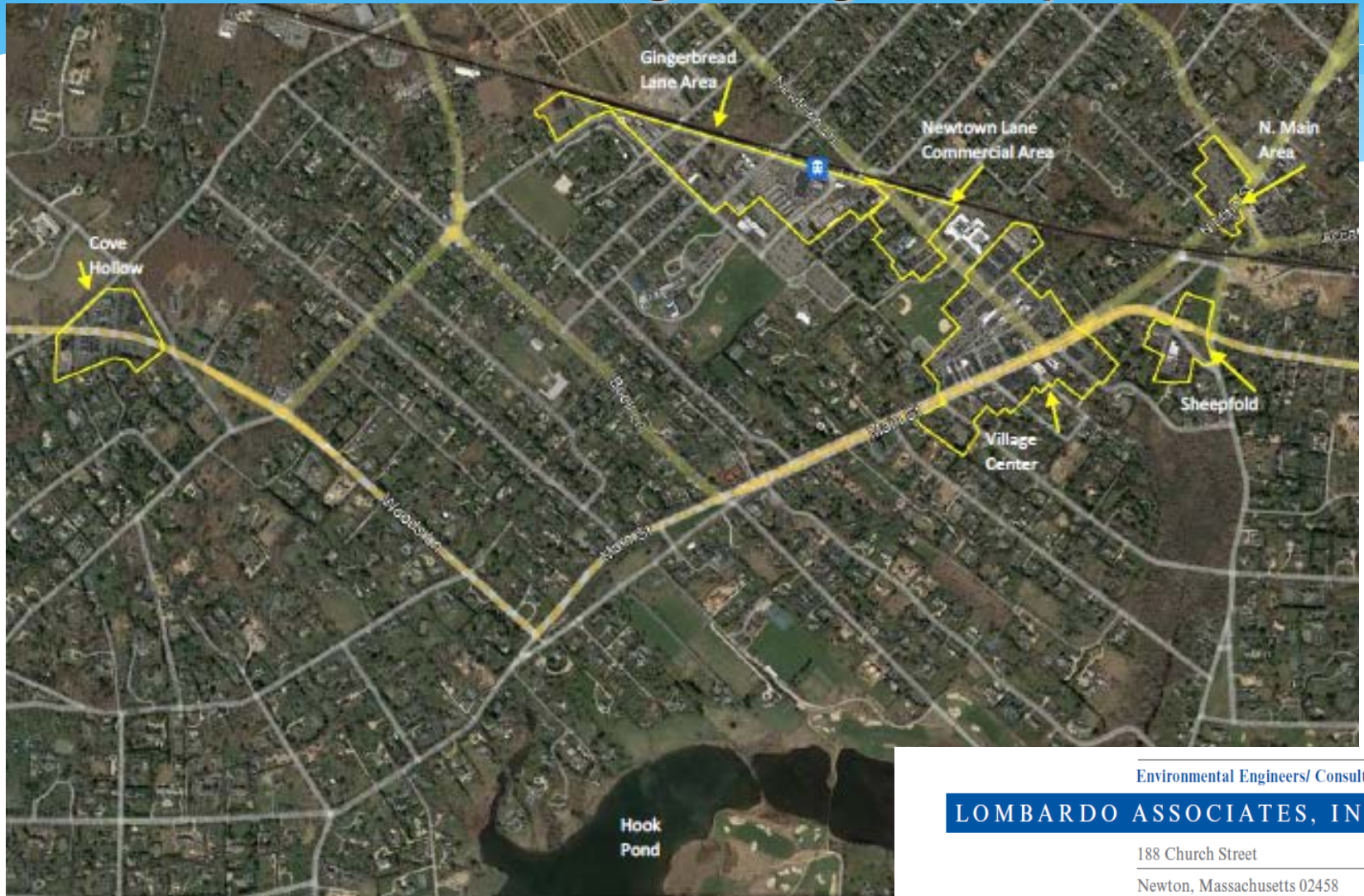


Village of East Hampton Wastewater Management Peer Review & Recommended Engineering Plan Report



Environmental Engineers/ Consultants

LOMBARDO ASSOCIATES, INC.

188 Church Street

Newton, Massachusetts 02458

53 Hill Street Southampton, NY

Project Scope of Work

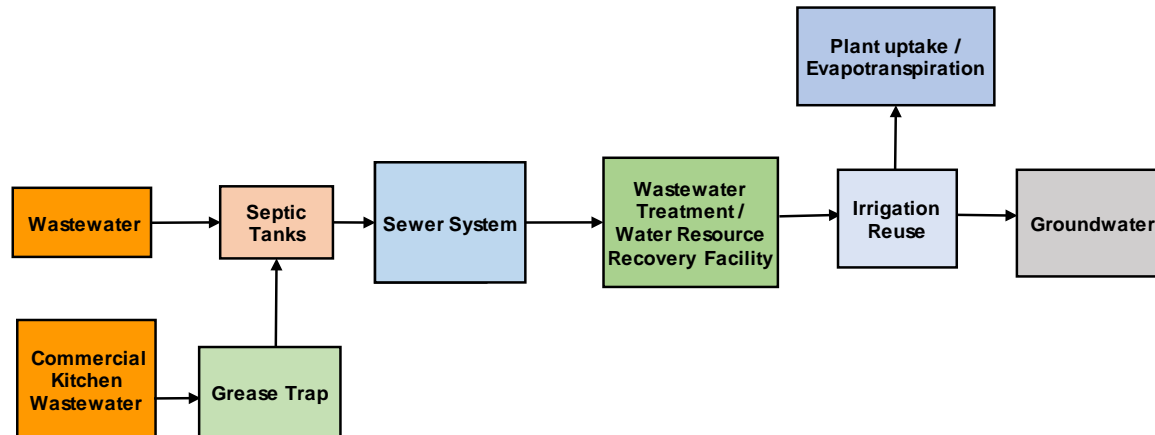
1. Review of Existing Plan and Relevant Data and Service Areas Definitions
2. Identification and Evaluation of Alternative Wastewater Management Approaches
3. NYSDEC and SCDHS Meetings
4. Recommended Wastewater Management Plan

The Peer Review identified data conflicts / missing information regarding:

1. No Comprehensive Report issued,
2. Flow estimates basis not provided,
3. Sewer system layouts,
4. Lack of information on wastewater treatment technology,

Alternative wastewater management / water resource recovery plan developed that consists of:

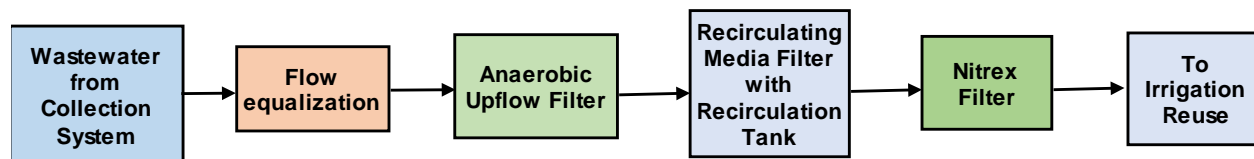
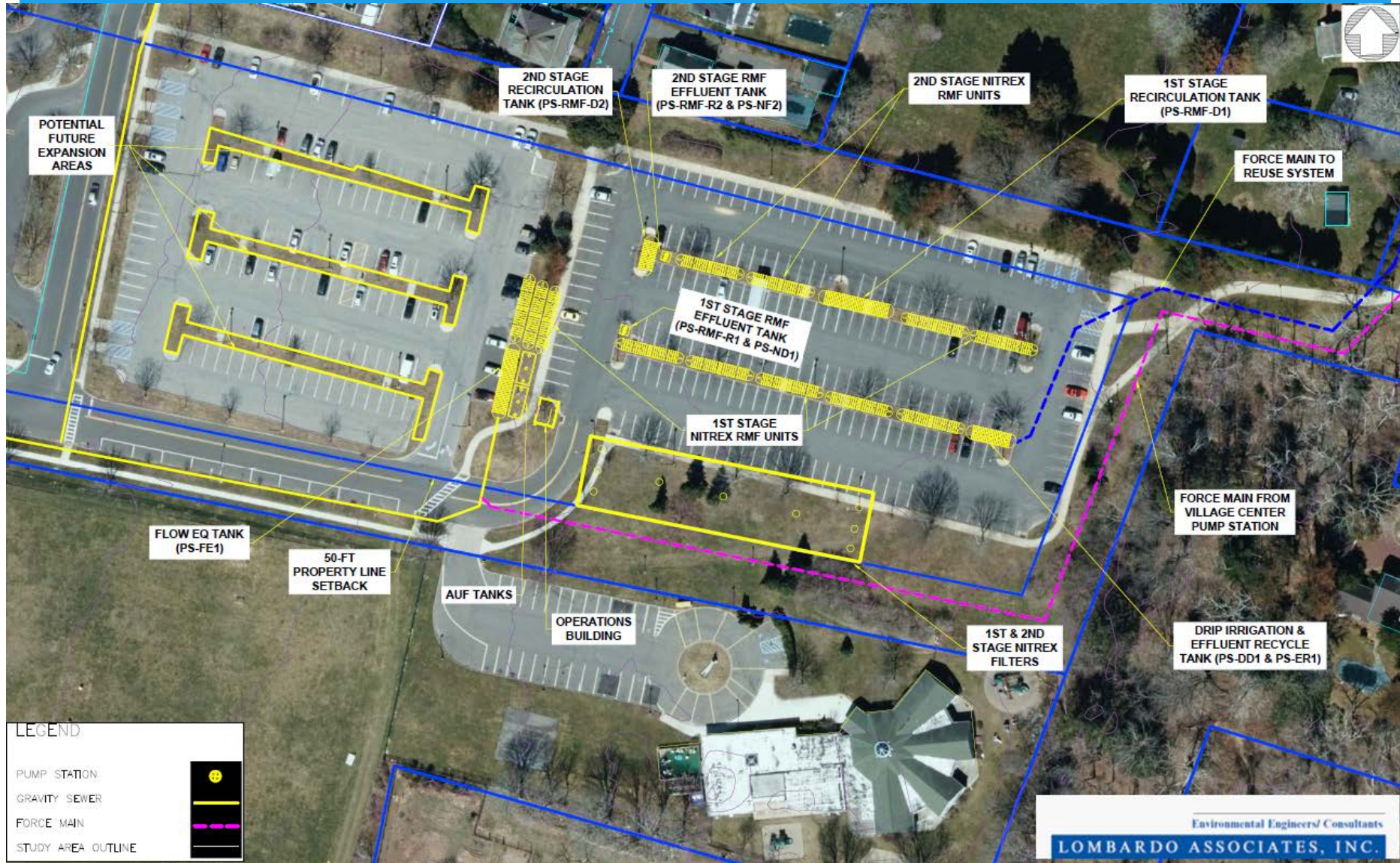
1. Wastewater collection/transport using a septic tank-effluent system
2. Water Resource Recovery Facility / wastewater treatment under the long-term parking lot at 2 Gingerbread Lane
3. Reuse of reclaimed water for subsurface drip irrigation / subsurface discharge at Herrick Park



Proposed Water Resource Recovery System with Drip Irrigation

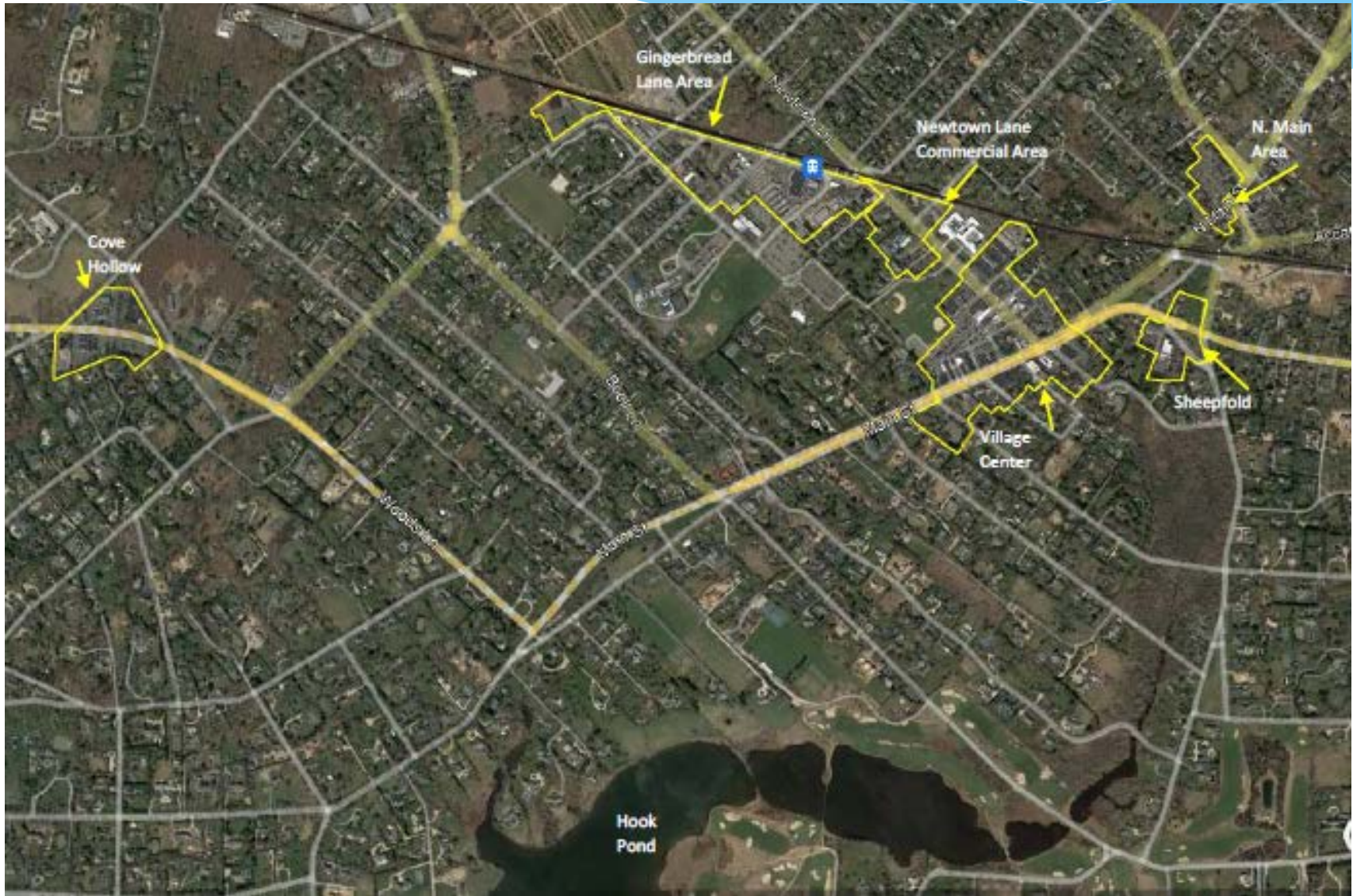


Proposed Water Resource Recovery Facility Layout



| Collection System Costs - Proposed Option | | | | | |
|--|--|--------|----|-----------|---------------------|
| Abandon Existing Septic | | 130 | # | \$8,000 | \$1,040,000 |
| Repair / Replace Septic Tank | | 130 | # | \$8,000 | \$1,040,000 |
| Gravity Sewer | | 11,800 | EA | \$150 | \$1,770,000 |
| Low Pressure Sewer | | 920 | LF | \$140 | \$128,800 |
| On-Property Pump (STEP) | | 20 | # | \$5,000 | \$100,000 |
| Pump Station - Large | | 1 | # | \$150,000 | \$150,000 |
| Pump Station - Small | | 1 | # | \$75,000 | \$75,000 |
| Force Main | | 3,500 | LF | \$150 | \$525,000 |
| Subtotal - Collection System Construction Costs | | | | | \$4,828,800 |
| Miscellaneous | | 10% | | | \$482,880 |
| Contingency | | 20% | | | \$965,760 |
| Admin. & Financing | | 5% | | | \$241,440 |
| Engineering | | 20% | | | \$1,255,500 |
| Total Collection System Capital Costs | | | | | \$7,774,380 |
| Subtotal - WWTF System Construction Costs | | | | | \$7,068,000 |
| Miscellaneous | | 10% | | | \$706,800 |
| Contingency | | 20% | | | \$1,413,600 |
| Parking Lot Restoration | | 1 | | | \$300,000 |
| Admin. & Financing | | 5% | | | \$353,400 |
| Engineering & admin | | 20% | | | \$1,837,700 |
| Total WWTF System Capital Costs | | | | | \$11,679,500 |
| Total Collection & WRRF & Irrigation System Capital Costs (2021 \$) | | | | | \$19,453,880 |
| Total Collection & WRRF & Irrigation System Capital Costs (2026 \$) | | | | | \$23,668,600 |

1. Village Center
2. Newtown Lane Commercial Area
3. Gingerbread Lane Area
4. Sheepfold & 5. N. Main Area

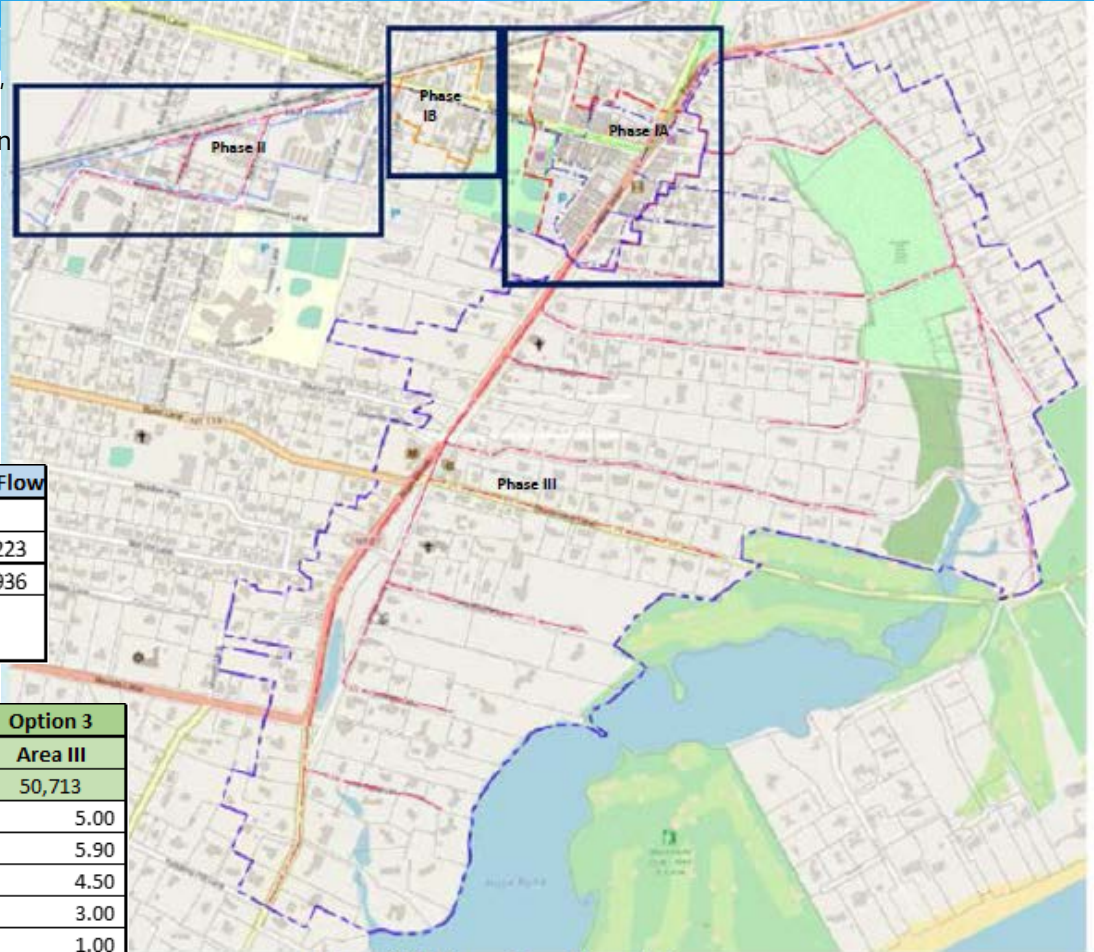


NP Recommendations

- Village Center (Phase IA), Upper Newtown Lane (Phase IB), Gingerbread Lane and Railroad Avenue Phase II could be served by an Appendix A system at the Schenck property on Newtown Lane.

- Full Phases I, II and III build out requires a full-100,000 gpd WWTP at Village DPW parcel on Accabonac Road.

- SCDHS Appendix A System for the commercial downtown with Innovative/Alternative (I/A) systems for Single Family Homes (for the Phase III area).



| Phase | Description | ADF | Cum Flow |
|---------|---|--------|----------|
| IA & IB | Village Center & Upper Newtown Lane | 14,997 | |
| II | Railroad Ave. / Gingerbread Lane Area | 2,226 | 17,223 |
| III | Residential Area in Hook Pond Watershed | 50,713 | 67,936 |
| Total | | 67,936 | |

ADF = Average Daily Flow in gallons per day (gpd)

| NP Estimated Project Costs (in millions) | | Option 1 | Option 2 | Option 3 |
|--|----------------------|---------------|----------|----------|
| | | Areas IA & IB | Area II | Area III |
| | Estimated Flow (gpd) | 14,997 | 2,226 | 50,713 |
| STP Construction Costs | | \$ 3.00 | \$ 3.50 | \$ 5.00 |
| Collection System (gravity) | | \$ 1.00 | \$ 1.25 | \$ 5.90 |
| Collection System (LPS) | | | | \$ 4.50 |
| Grinder Pump Units (GPU) | | | | \$ 3.00 |
| Pump Station | | \$ 0.50 | \$ 0.50 | \$ 1.00 |
| Force Main | | \$ 1.15 | \$ 1.15 | \$ 1.15 |
| House Connections | | \$ 1.25 | \$ 1.50 | |
| Abandon Septic Systems | | \$ 1.25 | \$ 1.50 | \$ 3.75 |
| Subtotal | | \$ 8.15 | \$ 9.40 | \$ 24.30 |
| Contingency | 20% | \$ 1.63 | \$ 1.88 | \$ 4.86 |
| Subtotal | | \$ 9.78 | \$ 11.28 | \$ 29.16 |
| Engineering & CM | 10% | \$ 0.98 | \$ 1.128 | \$ 2.916 |
| TOTAL Cost (2020 Dollars) | | \$ 10.76 | \$ 12.4 | \$ 32.1 |
| TOTAL Cost (2021 Dollars) | 3% | \$ 11.10 | \$ 13.60 | \$ 33.10 |
| TOTAL Cost (2026 Dollars at 4%/yr) | 4% | \$ 13.50 | \$ 16.55 | \$ 40.27 |

Option II 2020 dollars increase to 2021 by 10% vs 3% for others

Candidate Parcels for Wastewater Treatment & Disposal



Evaluation of Candidate Sites

| Site # | Owner | Evaluation | Short List Recommendation |
|--------|---------------------------------|---|---------------------------|
| 1 | KEYSPAN ENERGY DEVELOPMENT CORP | Property outside of Village; 3,000 feet from Study area . Need Town approval for route. Acquisition | No |
| 2 | NORFRED CORP | Cost of property acquisition | Yes |
| 3 | State of NY - Open Space | Stormwater drainage area. State ownership located outside Village | No |
| 4 | WAINSCOTT HAMLET CENTER LLC | Private ownership. Excessive distance of 15,000++ feet & major road work | No |
| 5 | Town of East Hampton | Excessive distance of 15,000++ feet and major road work | No |
| 6 | EHV DPW Property | 7,400 feet force main. Major roads thru Town. Residential area | No |
| 8 | EHV Property | Not legally available for project | No |
| 9 | P.C. SCHENCK & SONS, LLC | Private ownership. Too small | No |
| 10 | EHV Property | Very attractive | Yes |

APPENDIX D LAI PROPERTY WASTEWATER FLOW CALCULATIONS

| STUDY AREA # | BLDG # | PARCEL ID | ADDRESS | # of Uses | USE Descriptions | BLDG AREA (ft ²) | WW Flow (gpd) | WW Flow % of Total |
|--------------|--------|---------------------|-------------------|-----------|--|------------------------------|---------------|--------------------|
| 1 | 30 | 0301002000100015003 | 11 FRESNO PL | 1 | Restaurant w/seats | 2,583 | 780 | 1.20% |
| 1 | 26 | 0301002000100008000 | 4 FRESNO PL | 1 | Non-Medical Office Space | 295 | 18 | 0.03% |
| 1 | 27 | 0301002000100008000 | | 1 | Non-Medical Office Space | 3,498 | 210 | 0.32% |
| 1 | 24 | 0301002000100009000 | 8 FRESNO PL | 1 | Retail - Dry Store | 1,170 | 35 | 0.05% |
| 1 | 25 | 0301002000100009000 | | 1 | Non-Medical Office Space | 286 | 17 | 0.03% |
| 1 | 28 | 0301002000100019002 | 12 GINGERBREAD LA | 1 | Residence - Single Family | 4,703 | 330 | 0.51% |
| 1 | 29 | 0301002000100019002 | | 0 | No WW Structure | 334 | 0 | 0.00% |
| 1 | 31 | 0301002000100019002 | | 1 | Non-Medical Office Space | 535 | 32 | 0.05% |
| 1 | 47 | 0301002000100019002 | | 0 | No WW Structure | 263 | 0 | 0.00% |
| 1 | 59 | 0301002000100019002 | | 1 | Non-Medical Office Space | 1,003 | 60 | 0.09% |
| 1 | 60 | 0301002000100019002 | | 2 | Non-Medical Office Space; Residence - Single Family | 1,122 | 343 | 0.53% |
| 1 | 58 | 0301002000100011000 | 22 GINGERBREAD LA | 1 | Residence - Single Family | 855 | 330 | 0.51% |
| 1 | 23 | 0301002000100025000 | | 3 | Retail - Dry Store; Medical Office Space; Non-Medical Office Space | 6,249 | 781 | 1.20% |
| 1 | 21 | 0301002000100003000 | 60 GINGERBREAD LA | 0 | No WW Structure | 301 | 0 | 0.00% |
| 1 | 41 | 0301002000100005000 | 50 GINGERBREAD LN | 1 | Non-Medical Office Space | 2,119 | 127 | 0.20% |

Wastewater Flow by Study Area and Use Type

| Study Area | WW Flow (gpd) | # of Parcels (gpd) | # of Buildings |
|-----------------------------|---------------|--------------------|----------------|
| Gingerbread Lane | 14,774 | 44 | 69 |
| Newtown Lane Commercial | 6,729 | 19 | 25 |
| North Main | 7,506 | 6 | 7 |
| Sheepfold | 2,123 | 6 | 7 |
| Village Center | 34,187 | 52 | 58 |
| Miscellaneous / Contingency | 10,000 | | |

Total **75,318** **127** **166**

| Use Type | Description | Gingerbread Lane | Newtown Ln. Com. | N Main | Sheepfold | Village Center | |
|----------|--|------------------|---|--------------|--------------|----------------|---------------|
| 1 | Retail - Dry Store | 1,238 | 1,207 | 182 | 216 | 5,795 | |
| 2 | Wet Store, no Food Service (Hair, Nail, Pet) | 153 | 232 | 248 | 0 | 409 | |
| 3 | Wet Store, w/food (take-out, max 16 seats) | 1,600 | 0 | 91 | 0 | 653 | |
| 4 | Non-Medical Office Space | 3,866 | 811 | 179 | 814 | 7,872 | |
| 5 | Medical Office Space | 312 | 886 | 0 | 122 | 243 | |
| 6 | Restaurant w/seats | 1,980 | 0 | 4,212 | 0 | 8,310 | |
| 7 | Bar / Patio | 0 | 0 | 0 | 0 | 0 | |
| 8 | Residence - Single Family | 3,300 | 2,200 | 0 | 0 | 770 | |
| 9 | Residence - Multi Family | 330 | 1,320 | 1,320 | 222 | 1,980 | |
| 10 | Day School / Day Camp | 0 | 0 | 0 | 0 | 0 | |
| 11 | No WW Structure | 0 | 0 | 0 | 0 | 0 | |
| 12 | Spa / Fitness Center, No showers | 56 | 0 | 0 | 0 | 886 | |
| 13 | Spa / Fitness Center w/showers | 0 | 0 | 0 | 0 | 2,267 | |
| 14 | Convenience Store / Market Farm Stand | 14 | 0 | 0 | 0 | 1,234 | |
| 15 | General Industrial / Storage / Greenhouse | 1,924 | 0 | 0 | 0 | 280 | |
| 16 | Not used | 0 | 0 | 0 | 0 | 0 | |
| 17 | Library / Firehouse / Precinct / Museum | 0 | 73 | 1,275 | 748 | 0 | |
| 18 | Not Used | 0 | 0 | 0 | 0 | 0 | |
| 19 | Theater | 0 | 0 | 0 | 0 | 900 | |
| 21 | Cafeteria / Catering Hall / Conference Room | 0 | 0 | 0 | 0 | 188 | |
| 22 | Hotel | 0 | 0 | 0 | 0 | 2,400 | |
| | Total Flow (gpd) | 14,774 | 6,729 | 7,506 | 2,123 | 34,187 | 65,318 |
| | | | Miscellaneous / Contingency Flow (gpd) | | | | 10,000 |
| | | | Total Design Flow (gpd) | | | | 75,318 |

Top 20 Properties Wastewater Flows

45% of total

| Parcel ID | Address | Use | WW Flow (gpd) | Flow % Total |
|---------------------|-----------------|--|---------------|--------------|
| 0301003000500002000 | 10 MAIN ST | Retail - Dry Store; Spa / Fitness Center, No showers; Retail - Dry Store; Restaurant w/seats; Non-Medical Office Space | 4,320 | 5.68% |
| 0301003000800001000 | 94 MAIN ST | Cafeteria / Catering Hall / Conference Room; Hotel; Restaurant w/seats | 3,488 | 4.59% |
| 0301004000100009000 | 79 N MAIN ST | Restaurant w/seats; Residence - Multi Family | 3,228 | 4.25% |
| 0301003000200004002 | 34 NEWTOWN LA | Retail - Dry Store; Non-Medical Office Space; Restaurant w/seats | 2,337 | 3.07% |
| 0301002000100023000 | 21 RAILROAD AVE | Retail - Dry Store | 1,650 | 2.17% |
| 0301004000200004001 | 68 NEWTOWN LA | Spa / Fitness Center w/showers; Wet Store, w/food (take-out, max 16 seats) | 1,591 | 2.09% |
| 0301003000500020003 | 36 MAIN ST | Theater; Retail - Dry Store; Non-Medical Office Space | 1,497 | 1.97% |
| 0301004000100034000 | 74 N MAIN ST | Restaurant w/seats; Non-Medical Office Space | 1,493 | 1.96% |
| 0301002000200028000 | 95 NEWTOWN LA | Residence - Multi Family | 1,430 | 1.88% |
| 0301002000100018000 | 31 RACE LN | Retail - Dry Store; Restaurant w/seats | 1,382 | 1.82% |
| 0301002000200017000 | 105 NEWTOWN LA | Wet Store, no Food Service (Hair, Nail, Pet); Wet Store, w/food (take-out, max 16 seats); Non-Medical Office Space; Residence - Multi Family | 1,335 | 1.76% |
| 0301003000400013000 | 21 NEWTOWN LA | Retail - Dry Store; Restaurant w/seats | 1,263 | 1.66% |
| 0301003000400001000 | 67 NEWTOWN LA | Convience Store / Market Farm Stand; Wet Store, w/food (take-out, max 16 seats) | 1,229 | 1.62% |
| 0301002000200005000 | 3 RAILROAD AVE | Residence - Single Family; Non-Medical Office Space | 1,195 | 1.57% |
| 0301003000600011000 | 20 PARK PL | Non-Medical Office Space; Restaurant w/seats | 1,167 | 1.54% |
| 0301003000400035000 | 53 NEWTOWN LN | Retail - Dry Store; Non-Medical Office Space; Restaurant w/seats | 1,139 | 1.50% |
| 0301003000600017002 | 26 PARK PL | Non-Medical Office Space; Spa / Fitness Center w/showers | 1,083 | 1.43% |
| 0301004000200004002 | 66 NEWTOWN LN | Retail - Dry Store; Non-Medical Office Space | 1,049 | 1.38% |
| 0301004000100010003 | N MAIN ST | Library / Firehouse / Precinct / Museum | 1,033 | 1.36% |
| 0301002000200030000 | 87 NEWTOWN LA | Retail - Dry Store; Medical Office Space | 961 | 1.26% |

Total Flow (gpd) 33,869 44.56%

POTENTIAL AVAILABLE
AREA FOR WWTF

29 King Road & DPW Sites



-95,000-FT²
AVAILABLE AREA
OUTSIDE 200-FT
BUILDING AND 150-FT
PROPERTY LINE
SETBACK.

May 17, 2022

Pio Lombardo
Lombardo Associates, Inc.
188 Church St.
Newton, MA 20485

Re: Application #1-4724-02503/00001
Village of East Hampton Sewer District

Dear Pio Lombardo:

The Department of Environmental Conservation (DEC) has completed a review of your client's request most recent submission, dated March 24, 2022, to establish a new sewer district and we have the following comments.

Comments on Form NY-2A:

1. The contact information in Section 1.1 must be a Village of East Hampton official, or Section 1.3 must be filled out with a contact for the Village.
2. The application proposes two pump stations. Therefore, Section 2.1 must be checked "yes" and Table H must be completed.
3. Table F and Table H must be selected in Section 6.1
4. Section 6.2 must be signed by a Village of East Hampton executive officer.
5. You must detail why Table A notes the value of mercury is "TBD" and indicate whether mercury from industrial sources can be expected.
6. As proposed, the effluent will be used as an irrigation source. Therefore, Table C and Table D must be completed.
7. Table F appears incomplete. Please complete this table.

Comments on the Engineering Report:

1. You must provide more detailed information for the proposed STEG and STEP systems in Section 6.2, including general sizes for each residential and commercial area. Detailed drawings, calculations and narratives are required for each pump station.
2. The pH limits in Section 6.3 are noted as ranging from 5.5 to 8.5. This must be corrected to the acceptable range of 6.5 to 8.5.
3. Figure 6-5 on page 41 appears to be missing the proposed sewer route.

4. Additional details are required for the proposed anaerobic upflow filter, including the size of the filter openings. Calculations for the removal of 50+% of septic tank effluent BOS/TSS loads must be provided.
5. Additional details are required for the proposed recirculating media filter (RMF):
 - The size of filter openings must be specified.
 - You must detail the claim that oxygen is not depleted using RMF technology. Specifically, you must note how oxygen is provided. If oxygen is achieved by circulation and ventilation, then calculations must be provided.
 - Odor control system information must be discussed.
 - Note whether RT-1 is in series with RT-2, and whether RT-2 has Dose Pump Stations.
6. You must indicate how influent BOD, TSS and TKN levels were determined in Table 6-4, showing calculations.
7. Please provide calculations for the Nitrex denitrification filter.
8. Figure 6-6 notes straw wattle proposed for erosion and sediment control. Straw wattle is not an approved method per the New York State Standards and Specifications for Erosion and Sediment control, and must be removed from the drawing.

Additional Division of Water Comments:

1. Monitoring wells are required. You must provide locations of the proposed monitoring wells with at least 1 well upgradient and 2 wells downgradient.
2. Additional information is required regarding the proposed effluent irrigation system:
 - A cross section depicting the groundwater table at the proposed irrigation location is required. NYS design standards require at least a 2' separation between groundwater and the irrigation system components. The plan must note the composition and porosity of the soil in the proposed irrigation area.
 - A maintenance plan must be provided, detailing how the Village will maintain the system and address issues such as clogging.
 - *Due to public health concerns, DEC highly recommends disinfection of the effluent and requests an updated design that includes a UV disinfection system. DEC has requested comments from the New York State Department of Health (DOH) for the proposed use of effluent as irrigation. Please be advised that additional comments on the matter may follow once DEC receives comments from DOH.*
 - If mercury or any other chemical listed in Table C or Table D are present in the effluent, irrigation is not recommended and additional treatment will be required.
3. A plan must be submitted for the proposed collection system that includes:
 - Drawings for the STEG, STEP, pipe routes, profiles, pump station, pipe materials, manholes, air-relief valves, water tightness test methods and construction procedures.
 - The plan must detail how the Village will maintain the STEG and STEP process.

- Please be advised that irrigation will not be permitted for industrial wastewater. The plan must detail how the Village will enforce the requirement that industries and residences only discharge sanitary waste.
4. All new applications for wastewater treatment require submission of a contingency plan that must be in place in the event of a treatment system or collection system failure. Please submit a contingency plan for our review.
 5. You must detail how the facility will operate and discharge during all seasons, including the non-growing winter season, and weather events, peak season versus off-peak, and during exceptionally wet weather when the groundwater table is high or the soil is saturated.
 6. A project that will involve soil disturbance of one or more acres must obtain coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity. This permit is not issued out of this Regional office. Please visit the following webpage for more information: <https://www.dec.ny.gov/chemical/43133.html>
 7. You must detail how members of the public will be restricted from entering the treatment systems and operations facility.

Please revise the documents as indicated above and submit two copies of revised documents to my attention, with a cover letter detailing which items were revised. Be advised that additional comments from Bureau of Ecosystem Health staff may follow.

This application will remain incomplete until a final SEQR decision has been made. If the Village of East Hampton intends to act as Lead Agency, please provide their intent in writing accompanied with a completed Full Environment Assessment Form (copy enclosed).

Please contact Brian Lee of the Division of Water unit at brian.lee@dec.ny.gov with any technical questions, or myself at 631-444-0364 with any procedural questions.

Sincerely,



Elyssa Scott
Environmental Analyst

cc: Village of East Hampton
B. Lee - DOW
File

From: Scott, Elyssa E (DEC) <Elyssa.Scott@dec.ny.gov>
Sent: Tuesday, June 14, 2022 3:13 PM
To: Pio Lombardo <pio@lombardoassociates.com>
Subject: RE: 1-4724-02503/00001 Village of East Hampton Proposed Sewer District

Good afternoon Pio,

I looked further into what is required at this time in the permitting process. As per the State Pollutant Discharge Elimination System Permit regulations (6 NYCRR Part750), specifically Part 750-1.7(a)(15), engineering reports and plans and specifications are listed as permit application requirements for all dischargers seeking to obtain an individual SPDES permit. I'm not sure about what DEC has approved in the past regarding wastewater plans that became the basis of the plans and specs, but in this case Division of Water staff require all the information as requested in the May 17th letter as the Village is proposing a unique design. DEC regional staff do not routinely review upflow filtration and Nitrex systems, nor is using treated wastewater as irrigation a routine proposal. Therefore, DEC staff are requiring the information from the 5/17/22 letter at this time.

Please feel free to give me a call if you have any questions. I'll be at my desk until around 4:30 today.

Elyssa

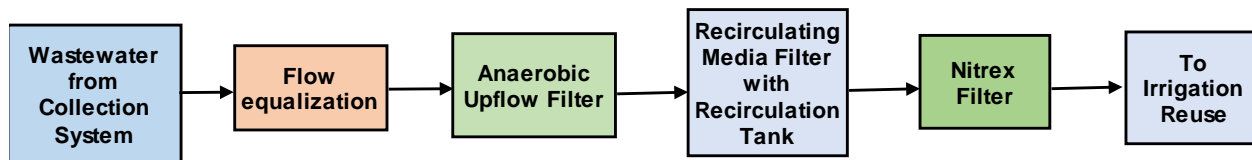
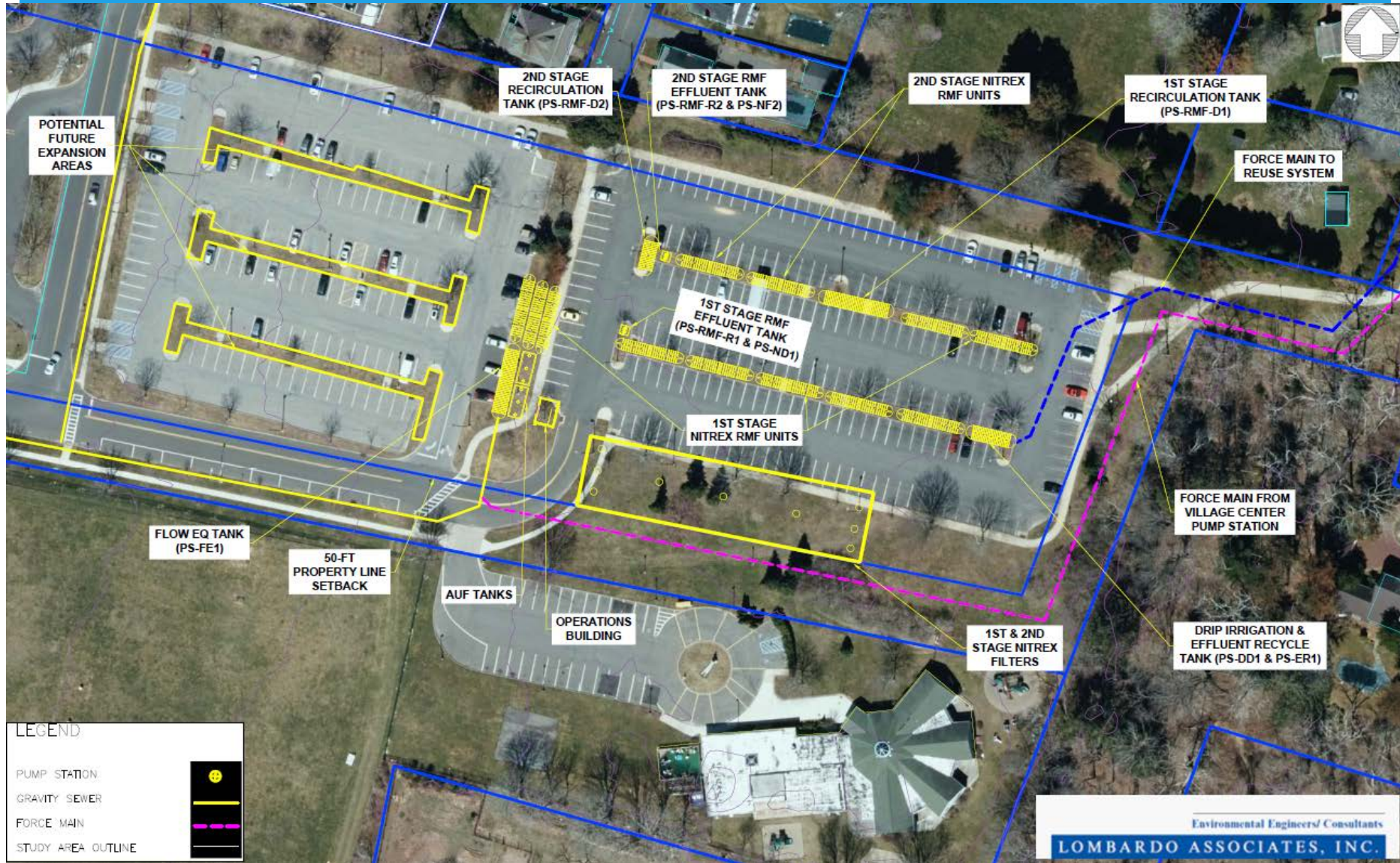
Elyssa Scott

she/her/hers

Environmental Analyst, Division of Environmental Permits

New York State Department of Environmental Conservation
50 Circle Road, Stony Brook, NY 11790
P: (631) 444-0364 | elyssa.scott@dec.ny.gov

Proposed Water Resource Recovery Facility Layout



Questions / Discussion

Pio Lombardo, P.E.

Environmental Engineers/ Consultants

LOMBARDO ASSOCIATES, INC.

188 Church Street

Newton, Massachusetts 02458

www.LombardoAssociates.com

Tel: 617-964-2924

Fax: 617-332-5477

Pio@LombardoAssociates.com

Memorandum

To: Marcos Baladron

From: David Collins 

Date: 6/23

Re: Tree removal Dayton property

Marcos,

I am submitting a quote for consideration at the July 15th BOT meeting from Whitmore's tree service for the removal of a tree bordering the Dayton parcel and a residence on Pleasant In.

This tree was damaged by the homeowner and they are now requesting its removal as it's a possible hazard. As the tree bisects the property line our council advises its removal by us.



WHITMORES
est. 1945

ESTIMATE

Estimate No. 220331
Date 6/16/2022

Village of East Hampton
Herrick Park
86 Main St.
East Hampton, NY 11937

Removal - Tree Care
David Collins
dcollins@easthamptonvillage.com
East Hampton, NY 11937

| Tree Care Job Description | | TOTAL COST |
|---|------------------------|-------------------|
| 1. Removal of the large Sycamore Maple at Herrick Park along the western boundary | Lump-sum | \$8,450.00 |
| - Total Crew Size: 9 laborers | \$ 65.00 /hr. /laborer | |
| - Total Working Hours: 135 | | |
| Includes labor and equipment | | |
| | Total | \$8,450.00 |
| Subtotal | | \$8,450.00 |
| Estimate Total | | \$8,450.00 |

Signing this estimate indicates acceptance of all terms and conditions

Client: _____
Date: _____

Whitmores: _____
Date: _____

June Lester

From: David Collins
Sent: Thursday, June 23, 2022 7:59 AM
To: Marcos Baladron; June Lester
Cc: Sandra Melendez; Mike Bouker
Subject: Memo & quote attached
Attachments: MemoTreeRemoval.pdf

Marcos,
I have attached a memo and quote for consideration at the July 15, 2022 BOT Meeting.

Thanks,
D-

David Collins
Superintendent of Public Works
Village of East Hampton
172 Accabonac Rd
East Hampton, NY 11937
Phone: (631) 324-0641 #710
Fax: (631) 324-0566

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June Lester

From: Drew Smith
Sent: Thursday, June 30, 2022 2:08 PM
To: Marcos Baladron
Cc: Main Beach Office; Susan Steckowski; June Lester
Subject: JETSKI raise

Respectfully Lt. Halle Kneeland has a .50c/hr raise as per our conversation. She completed the JETSKI course on 6/6.

Thank you!
Drew

Drew Smith
Beach Manager/Chief Lifeguard

Inc. Village of East Hampton
86 Main Street
East Hampton, NY 11937
Cell: 516.658.4520
Office in season: 631.324.0074

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June Lester

From: Drew Smith
Sent: Monday, June 27, 2022 3:43 PM
To: Marcos Baladron
Cc: Susan Steckowski; June Lester; Main Beach Office
Subject: New Hires before 7/6 meeting

Marcos,

I would like to request the following new hires for the positions of Lifeguard and beach staff for approval.

Lifeguard Subs:

Matt Norklin at \$19/hr
Charles Partellow at \$19/hr
Alexis Yurkewitch at \$18/hr
Kevin Farrell at \$18/hr

Beach staff:

Clair McGovern at \$15/hr
Will Linder at \$14/hr

Thank you in advance!
Drew

Drew Smith
Beach Manager/Chief Lifeguard

Inc. Village of East Hampton
86 Main Street
East Hampton, NY 11937
Cell: 516.658.4520
Office in season: 631.324.0074

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Partnership Request for Price Concurrence

Date Sent: June 15, 2022

Contracting Agency: Incorporated Village of East Hampton

Customer Contact: Marcos Baladron

Job Title: Village Administrator

Street Address: 86 Main Street

City, State Zip: East Hampton, NY 11937

Phone: 631-324-4150 Fax: _____ E-Mail: mbaladron@easthamptonvillage.org

PLEASE UPDATE INFORMATION IF NEEDED

Member Agency: TRI

Associate Member: Imaging & Microfilm Access, Inc. ("IMA")

Description: Digitizing & Microfilming Services

Location: Bohemia, NY

Pricing: 225,000 images, 5,000 folders

- Document preparation (medium/heavy) to include unfolding, removal of fasteners and taping of small pages to blank copy paper @ \$.04/image = \$ 9,000.00
- 300 dpi bitonal scanning with output to Group IV TIFF format @ \$.095/image = \$21,375.00
- OCR (Optical Character Recognition) @ \$.02/image = \$ 4,500.00
- Creation, placement and recognition of up to 5,000 full page barcoded barcoded coversheets for file naming @ \$.25 each (\$1,000 minimum) \$ 1,250.00
- One way pickup of up to 90 boxes (ground floor) from Village Hall = \$ 1,100.00
- Certified Document Destruction of 90 boxes @ \$10/box = \$ 900.00

TOTAL ESTIMATED COST = 38,125.00

Proposed Price: _____

If a Renewal, Current Contract # _____

Proposed Renewal Term: 7/1/2022 – 6/30/2023

This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested a cost analysis can be provided for your review documenting the proposed cost of service.

Please Note: All contracts with Prevailing Wage Schedules issued on or after 8/1/2010 must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the annual NYS Department of Labor Published Prevailing Wage Schedules. All contracts with NYC Prevailing Wage Schedules must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the NYC Comptrollers Published Prevailing Wage Schedule

Contract Notes:

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc.
 ATTN: Angelo Cervone
 11 Columbia Circle Drive
 Albany, NY 12203-5156

E-mail: acervone@nysid.org
 Phone: (631) 655-4416
 Ext.: _____
 Fax: (518) 694-0573

NYSID Account Representative
 Angelo Cervone

Authorized Signature: _____

Printed Name: _____

Job Title: _____

Date: _____



Partnership Request for Price Concurrence



See attached documents in lieu of signed form.

The information contained herein is proprietary and confidential



CORPORATE OFFICES:

11 Columbia Circle Drive, Albany, NY 12203
Phone: (518) 463-9706 Fax: (518) 463-9708

Wednesday, June 14, 2022

Marcos Baladron

Village Administrator
Incorporated Village of East Hampton
86 Main Street
East Hampton, NY 11937
mbaladron@easthamptonvillage.org

Dear Mr. Baladron,

This letter is to inform you that New York State Industries for the Disabled is interested in providing the above referenced product/service as a preferred source. This action is undertaken under authority of Article XI, Section 162 of State Finance Law

Scope of Work:

The Village of Easthampton maintains a variety of paper records which are currently stored within file cabinets in Village Hall. The records occupy approximately 90 cubic feet, bringing the estimated total image count to 225,000. It is estimated that there are up to 5,000 folders within this collection. Since there are a few different types/categories of records that range from Consultants to Payroll, etc..., The Village might want to pack and label these types separately so that they can be output to a different folder or assigned a specific template within Laserfiche. The Village wishes to have these records scanned and indexed and delivered for use within the Laserfiche document management system already in use.

Each folder contains a tab with a clearly handwritten or typed label. Most of the pages within the folders are letter and legal size, but there is a wide variety ranging from spiral bound pamphlets to envelopes and receipts, etc..... The Village will prepare an Excel spreadsheet which contains a row for each folder. The spreadsheet will have two columns as follows: The first column will be for the folder name and the second will be for the box number that each corresponding folder is packed in upon pickup by IMA. This will enable the Village to have a complete inventory of what was sent for scanning and, should the Village require that IMA pull a record for retrieval during the scanning process, the box number column provide the location of any given folder. The spreadsheet will also facilitate the accurate and efficient indexing the records through the use of barcoded cover sheets.

Document preparation will consist of the removal of all staples, clips, spiral bindings, etc... A full page barcoded cover sheet will be created for each folder and will be placed as the first page within each folder. Once prepared, all pages will be scanned and output as Group IV TIFF files using 300 dpi bitonal/B&W settings. After scanning, the barcodes will be recognized, and each folder will be grouped into a multipage TIFF file and named using the values within the Village provided spreadsheet. For example, A folder with the name "XYZ Consulting" on the tab and with XYZ Consulting entered in the Village provided list will be output as a multipage TIFF file named XYZ Consulting.TIF. After scanning, all

files will be OCR'd in Laserfiche and exported as a Laserfiche briefcase. A briefcase file can simply be dragged and dropped into Laserfiche and it will be automatically imported.

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|--|-------------------------|
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| • Certified Document Destruction of 90 boxes @ \$10/box = | \$ 900.00 |
| <u>TOTAL ESTIMATED COST =</u> | <u>38,125.00</u> |


Notes & Assumptions:

- The Village will provide an electronic spreadsheet containing the name for each folder to be scanned, the box #'s in which they are packed and in the same order that they are packed within their corresponding boxes (IMA will provide a template file with instructions)
- Each folder has a clearly legible label
- Prior to pick up, all records will be packed in standard cubic foot document cartons with lids that are labelled clearly with a unique sequential box #
- All records will be scanned in the order they are received
- Document retrievals during the production process will be assessed a fee of \$25 each
- Minimum billing for barcode creation, placement and recognition is \$1,000
- For security, privacy and liability purposes, the information related to this project will be permanently removed from IMA's network storage after 45 days. If, for any reason, the records are to be kept for a longer or shorter duration, please provide an email request to IMA
- Should additional special handling of records and/or data files be required as a result of deviations from this statement of work, IMA will contact the Village in advance of performing such work to arrive at mutually acceptable terms for said work
- IMA will store the boxes of scanned records for a period of 30 days after delivery of the scanned images. IMA will contact the Village for permission to destroy the original records

The work center we are planning to use for this contract will be a corporate partnership between The Rehabilitation Institute-TRI (conventional member) and Imaging and Microfilm Access-IMA (NYSID Corporate Partner).

If you are in concurrence with the proposed pricing, please fax a purchase order to my office at 518-694-0573 or send via email to acervone@nysid.org. If you need any additional information or have any questions, please feel free to contact me via email or my phone number at 631-655-4416. Thank you.

Sincerely,



Angelo Cervone, Account Representative, NYSID

Carrie Doyle
205 Georgica Road
East Hampton, NY 11937

June 30, 2022

Mayor Jerry Larsen
86 Main Street
East Hampton, NY 11937

Dear Mayor Larsen,

Please accept my resignation from my position on the Zoning Board of Appeals (ZBA) effective immediately. It has been a pleasure to serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Carrie Doyle", with a long horizontal flourish extending to the right.

Carrie Doyle

Cc: John McGuirk; Pam Bennett; Susan Steckowski